

## **Role Title – Assistant Supervisor – Fieldwork**

Bringing together leading minds and practitioners in the sector, Wessex Archaeology is a trusted archaeology and heritage service provider and educational charity. From our network of international offices, we work in partnership with our clients to deliver sustainable solutions to manage the historic environment - above ground, below ground and underwater. We are committed to our social impact. This means using the knowledge and connections we make through our commercial activities as a catalyst to engage the communities in which we work.

### **The role – what's involved.**

You will be part of a collaborative team committed to shaping a better future for our staff and the sector. As well as having knowledgeable and dedicated colleagues, you'll have an opportunity to access a variety of fascinating and high-profile projects and develop your skills and knowledge along the way.

You'll be developing your supervising capability and working as part of a fieldwork team on a range of significant infrastructure projects. With a keen interest in British Archaeology, you'll be responsible for achieving the highest possible standards of fieldwork in excavating and recording archaeological features and deposits to a high quality. Professional and dedicated, you'll learn to apply your experience to supervise, teach and develop less experienced team members skills so they too work to the same high standards.

You'll have an excellent understanding of and be able to apply health safety and wellbeing policies and a firm commitment to ensuring safe working practices. As well as developing your supervising experience on-site, you'll play a critical part in successful communication with colleagues, contractors and stakeholders.

### **Main Responsibilities**

- Excavate and record archaeological features with minimal supervision
- Developing Supervisory experience, working with teams to deliver tasks and projects on a variety of archaeological sites.
- Supervising plant
- Making sure that health, safety and wellbeing methodologies and policies are followed on site.
- Motivating and leading others and developing skills and experience
- Ensuring work is completed to deadline and of a high standard.

### **Skills, Experience & Attributes**

We think this roles suits those with the following skills, experience, and attributes.

- Able to work both independently and to lead a team.
- Able to communicate with, direct and manage staff.
- Have a professional approach to work, respecting the roles of colleagues, clients and other professionals.
- Analytical and creative, with problem-solving, organisational, interpretative, and reporting skills.
- Confident in using initiative and accountable for decision making,
- Hardworking and committed to ensuring work is undertaken correctly and to a high quality.

You play an important role in implementing the company's vision and values, contributing to the success of projects working in a team, using initiative to assess appropriate task allocations, and monitor work.

You ensure that the values, behaviours and expectations of the company are articulated and clear within the project team and amongst your peers you promote collaborative working being sensitive to the concerns, aspirations and circumstances of others.

### **Anticipated Individual outcomes and development opportunities.**

Successful performance of this role requires team working and engagement with all parts of the company, regardless of team or region. You will contribute towards an established and successful team and the role will give you the opportunity to develop your leadership skills and style, enhanced by your professional skills and experience.

This role will give opportunity to challenge your knowledge and stretch your capabilities, experience and understanding, helping to deliver improvements in the business. It is a job that people aspire to do, and this role will deliver growth and development of 'soft skills' such as the ability to communicate without prejudice, to influence, to motivate, to inspire and to lead.

You will also ensure that sustainability is embedded into the everyday and be a strong advocate for its delivery. This is an opportunity to express the full range of our core values in a unique way. We are a people-centred organisation,

Overall, the role gives incredible scope for development and progression within an evolving organisation that values collaboration and innovation.

### **Anticipated organisational outcomes**

- Delivers resilience to the fieldwork team.
- Reinforces collaborative behaviour in core activities.
- Facilitates coordinated and collaborative training within the team.